



DELAWARE STATEHOUSING AUTHORITY
REQUEST FOR PROPOSALS
GRASS CUTTING, TRIMMING,
AND MISCELLANEOUS LANDSCAPING SERVICES

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**Delaware State Housing Authority (DSHA)
Request for Proposal (RFP) Grass Cutting, Trimming,
and Miscellaneous landscaping Services**

SECTION I

DSHA wishes to enter into a contract(s) with a contractor(s) who can provide services of grass cutting, trimming, and miscellaneous landscaping services as described herein. It is the goal of this RFP to identify qualified grass cutting contractor(s) and execute a contract(s) to implement these services.

A contract(s) will be awarded for a three (3) year period starting April 1, 2014 through March 31, 2017. The contract(s) may be renewed for two (2) additional one year periods under the same terms and conditions unless mutually agreed upon.

Proposals are especially invited from minority business enterprises (MBE), women business enterprises (WBE), veteran owned business enterprises (VOBE), and service disabled owned veteran business enterprises (SDOVBE).

The specifications contained in this RFP shall be considered as clear and complete unless written attention is called to any apparent discrepancy or omission thereof before opening of proposals.

The proposer shall be responsible for all costs of preparing responses to this RFP and to submit the proposal in accordance with the proposal instructions. There is no expressed or implied obligation for the Authority to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Contractors are invited to submit their proposal to service as many or as few of DSHA Housing complexes listed herein.

LOCATIONS:

Holly Square, Middletown
McLane Gardens & Annex, Smyrna
Liberty Court, Dover
Peach Circle, Smyrna
Mifflin Meadows, Dover
Clarks Corner, Harrington
Lavery Lane, Bridgeville
Burton Village, Rehoboth
Hickory Tree, Selbyville
Huling Cove & Annex, Lewes

SCOPE OF WORK

The Contractor(s) shall provide all labor, equipment and materials to satisfy DSHA's need for grass cutting, trimming, and miscellaneous landscaping services as described herein. It is DSHA's intent to obtain a multi-year contract for the provision of these services for all DSHA facilities listed above.

The proposal quotation shall be executed completely and correctly in order for the proposal to be considered.

Proposals are due Wednesday, March 19, 2014 at 2:00 p.m. local time and shall be valid for a period of ninety (90) days.

Proposals shall be submitted in triplicate in a sealed envelope that is clearly labeled "Proposal(s) for DSHA Grass Cutting, Trimming and Miscellaneous Landscaping Services," and submitted to the Delaware State Housing Authority, 18 The Green, Dover, DE 19901, Attn: Michael T. Miles.

SECTION II

The Authority reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. The submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Authority and the firm selected.

Applicability of Federal Maintenance Wage Rates

All maintenance projects or contracts as DSHA public housing sites which are greater than \$2,000, but not exceeding \$100,000, are subject to prevailing wage rates as determined or adopted by U.S. Department of Housing and Urban Development (HUD). All maintenance laborers and mechanics employed under contracts within this threshold, must be paid no less than the determined prevailing wage. Payroll forms must be submitted upon request. All contractors and subcontractors shall be required to pay employees engaged in this work no less than the minimum wage as specified in section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended.

NOTE: The current rate of pay which must be paid to all laborers employed in providing the proposed contract services is a wage no less than \$9.50 per hour. This rate is subject to change as determined by HUD. Contractors will be advised of any change to this rate, and will be required to pay the prevailing wage rate throughout the entirety of the contract. Failure to do so may result in termination for cause.

HUD SECTION 3: Requirements:

The Contract(s) shall be subject to the requirements of Section 3 of the Housing Development Act of 1968, (12 USC 1701u) as amended, the HUD regulations issued pursuant thereto at 25 CFR, Part 135, and any applicable rules and orders HUD issued thereunder prior to the execution of this contract.

The proposer certifies by submission of a proposal that it is not a debarred, suspended, or ineligible contractor by any Agency of Federal or State government. (No proposal received from a debarred, suspended, or ineligible contractor will qualify for award).

The Delaware State Housing Authority reserves the right to reject any and all proposals, to accept or reject any part of any proposal, or to waive informalities and minor irregularities in the proposals. Proposals which contain erasures, alterations, conditional bids, omissions, or irregularities may be rejected.

The Authority reserves the right to award a contract based solely on the proposals received, or to negotiate further with one or more proposers. The proposer selected will be chosen on the basis of the greatest benefit to the Authority, not necessarily on the basis of lowest price. The authority may request additional information or clarification from proposers during the evaluation process. The prices quoted in the proposal must be firm and not subject to change by the proposer for ninety (90) days from the date of proposal opening. The price shall represent the total cost to DSHA including direct, indirect, and out-of-pocket costs. The prices quoted in the proposal shall remain firm for the term of the contract. The contractor agrees, if successful, to execute a contract within ten (10) days after Notice of Award. No contract may be assigned, either in whole or in part, without prior approval of DSHA.

NOTE: The continuation of the agreement is contingent upon funding appropriated by the United States Department of Housing and Urban Development (HUD).

DSHA shall award a contract to the lowest responsible and responsive proposer(s) who best meet the terms and conditions of the Request for Proposal requirements, and who serves to provide the greatest benefit by serving the needs of DSHA. Award will be made on the basis of a contractor evaluation using a 100 point scoring system based on the following criteria:

1. Experience / demonstrated ability to perform services requested – 25 points
2. Capacity to perform services requested herein – 25 points
3. Contractor resources and assets, references and reputation – 15 points
4. Proposed costs to provide services herein – 25 points
5. Geographical location to proposed work sites – 10 points

Proposals will be evaluated by a team of DSHA employees based upon the foregoing criteria. DSHA reserves the right to reject any and all proposals in whole or in part; to make partial awards, whichever may be most advantageous to DSHA; at DSHA's sole discretion.

Mandatory Licensing and Insurance Requirements:

Prior to receiving an award, the successful proposer shall furnish the Delaware State Housing Authority with proof of the following:

1. State of Delaware Business License.
2. Certificate of Insurance.

As part of the agreement requirements, the contractor must obtain at its own cost and expense, and keep in force and effect during the term of this agreement, including extensions, the minimum insurance coverage and limits as specified below with a carrier satisfactory to DSHA.

Workmen's Compensation Insurance - under the laws of the State of Delaware and Employer's Liability Insurance with limits of no less than \$500,000 each accident, covering all Contractor's employees engaged in any work hereunder, unless a lesser limit is agreed upon in advance with DSHA.

Comprehensive General Liability – Up to one million dollars (\$1,000,000) per occurrence, unless a lesser limit is agreed upon in advance with DSHA. This coverage shall include:

- Bodily Injury Liability – All sums which the company shall become legally obligated to pay as damages because at any time resulting therefrom, sustained by any person other than its employees and caused by occurrence.
- Property Damage Liability – All sums which the company shall become legally obligated to pay as damages because of injury to or destruction of property caused by an occurrence.
- Contractual Liability – Covers premises and operations, independent contractors and product liability.
- Automotive Liability Insurance – Covers all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury or death, and \$100,000 as to property damage.

Forty-Five (45) days written notice of cancellation or material change of any policies is required.

Before any work is done hereunder, a Certificate of insurance referencing DSHA as additional insured and the contract number assigned, shall be filed with DSHA. The certificate holder is as follows: Delaware State Housing Authority, 18 The Green, Dover, DE 19901, Attn: Administration.

Registration and Licensing

When applicable, local licensing requirements shall also be met prior to commencement of work within local jurisdictions that require separate licensing.

The successful contractor agrees that it shall indemnify and hold harmless the DSHA from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused by acts or omissions of the successful contractor, its employees and invites on or about the premises and which arise out of the successful contractors' performance or failure to perform as specified in the contract.

Neither the contractor nor DSHA shall be held liable for non-performance under the terms and conditions to the contract due, but not limited to government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other of any situation that may prevent performance under the terms and conditions of the contract.

Proposers may elect to take minor exception to the terms and conditions of this Request For Proposal. DSHA shall evaluate each exception according to the intent of the terms and conditions contained herein, but DSHA must reject exceptions that do not conform to State law and/or create inequality in the treatment of proposers. Exceptions shall be considered only if they are submitted with the proposal or before the date and time of the Proposal opening.

In order to have your proposal considered, please supply three (3) business references consisting of current or previous customers with your reply. Please include name, address, telephone number, and a contact person.

The successful proposer is required to submit one (1) invoice to DSHA at the end of each month for work completed. Invoice shall detail dates and locations of each service. If requested, the proposer will be required to submit employee payroll documentation with each monthly invoice. DSHA will authorize and process for payment each invoice within thirty (30) days of receipt of the invoice.

MANDATORY REQUIREMENTS (Prior to proposal submission)

1. Both the non-collusion statement that is enclosed with this Request for Proposal and the agreement form delivered to the successful proposer for signature MUST be executed by a representative who has the legal capacity to commit the organization to a formal agreement with DSHA
2. Contractor shall, prior to submission of a proposal, meet with respective Housing Managers or designated site maintenance personnel and inspect the facilities they propose to service. All site visits will be documented by DSHA site managers.
3. It is the responsibility of all proposers to visit site(s) they plan to propose on in order to field verify turf and edging measurements, as well as, fence lines and property boundaries. Proposers are requested to call Michael T. Miles, Contract Procurement Officer at (302) 739-4263 with any questions regarding scheduling visits with DSHA site managers. **(Proposals received from Contractors who inspect a site without scheduling a site visit with the appropriate site manager will not qualify for an award.)**

CONTRACTOR RESPONSIBILITIES

- A. Contractor agrees to adhere to the specifications in providing the services required, and further, utilizing his/her best expertise and initiative, make any observational recommendations or suggestions which he/she considers will enhance the appearance of the grounds. No changes to the specifications will be allowed without prior approval of the site manager.
- B. Contractor agrees in the performance of this contract, to require all employees to comply with the instructions pertaining to conduct and any regulations issued by duly appointed officials of the Delaware State Housing Authority.
- C. Contractor will be liable for any and all damages caused to the landscape and/or structures on DSHA property.

Each proposer shall furnish with his proposal:

- A. A statement that he is regularly engaged in the business of contractual turf mowing services and has performed similar jobs of this size and scope.
- B. A list of three other jobs of similar size and scope which he has successfully, with his own organization and not be or through a subcontractor maintained in the past three years. In order to qualify the proposer must list jobs which are similar in size (acreage) and scope of the services required under this contract. The contractor MUST list each reference supplied as part of the proposal submission. Integrity, reputation and past performance will be heavily weighed.
- C. A statement on the average minimum number of trained employees to be used on this contract. Also, the number, types, and models of turf care equipment to be utilized.
- D. A statement or documentation showing training or experience in turf management, (i.e., schools, accredited courses, educational seminars, professional associations, etc.) for all employees used on this contract.

Safety Requirements:

- A. It will be the responsibility of the contractor to meet all safety requirements and procedures listed in the turf care equipment manufacturer's operation manual.
- B. Contractor(s) are expected to meet all OSHA requirements and State and Local laws during the service of the contract.
- C. Contractor(s) will survey areas before each mowing and remove any objects that can be picked up by mowers and thrown.

General Conditions:

- A. Conditions permitting, cutting and trimming shall be performed on a seven (7) day cycle during the course of the mowing season, at the direction of the site management staff. If site management staff deems the grass does not need to be cut for any reason, they shall notify the Contractor at least forty-eight (48) hours in advance of next scheduled service to cancel. The notification will be made verbally and be accompanied by a fax, email or voice mail.

DSHA reserves the right to increase or decrease this contract as needed in regards to locations served, frequency mowed or trimmed.

- B. The contractor shall provide DSHA with a written mowing schedule for approval prior to start-up of the contract. Weather permitting; this mowing schedule must be adhered to. The contractor will be responsible for notifying DSHA site management staff in advance of any non-weather related scheduling changes.
- C. Uniform shirts with company name displayed shall be worn at all times.
- D. Using or being under the influence of alcohol or drugs is prohibited while working on DSHA grounds. Smoking is only permitted in “designated areas” on DSHA grounds.
- E. Contractor(s) agrees to and requires his employees to disclose immediately or as soon as practical any hazardous conditions that may be found during the performance of this contract. Said report is to be made to the appropriate site manager.

SECTION III

Methods, Policies and Procedures:

A. Turf Mowing

1. It shall be the contractor’s responsibility to remove all debris and litter. A penalty of twenty-five percent (25%) of the cost of the cut may be charged of any contractor who leaves the mowing site without removing all litter and debris left by their mowers and power equipment.

The contractor will be assessed any additional cost for repair and/or cleaning of grass clippings from DSHA property, private or DSHA vehicles.

The aesthetic appearance of the cut will be inspected and evaluated by the respective agency designee after each weekly service.

NOTE: Delaware State Housing Authority properties will be policed by site personnel for litter and debris between the hours of 8:00 a.m. and 9:00 a.m., Monday through Friday. Mowing shall be completed between 9:00 a.m. and 4:00 p.m., Monday through Friday.

No after hours, weekend or holiday work will be permitted without prior consent of DSHA management staff.

2. Turf areas will be cut at a height of three (3) inches. Mowing height is measured with mower deck on a flat, paved surface. Permission to alter the mowing height may only be granted by the respective agency designee.
3. Mower blades shall be sharp and balanced for a quality cut. Worn or damaged blades are considered safety hazards and are to be replaced immediately.
4. It will be the contractor's responsibility to prevent grass clippings from being blow into mulch and flowerbeds. In areas that this is difficult to do, the use of a grass catcher or a rear discharge mower is recommended. Grass clippings blown on hard surfaces shall be vacuumed or blown from area. Clippings shall not be left to accumulate in curbs or any place they could collect. Sign posts, light standards and walls shall be cleaned if grass clippings adhere to them. The contractor shall inspect and maintain the aesthetic appearance of DSHA grounds on completion of each weeks mowing.
5. Mowing equipment and vehicles with oil or fuel leaks shall not be used on DSHA grounds.
6. Caution should be taken when turning equipment to prevent damage to the turf grass.
7. Turf grass shall be mowed to the closest proximity allowable inside the perimeter fence lines at each site. Turf grass on the inside of the perimeter fencing which cannot be safely or efficiently reached with a mower shall be trimmed. **The interior of the perimeter fence lines shall be maintained and kept free of weeds, vines and woody plant growth at all times.**

B. **Trimming of Turf Grass:**

Definition: The removal of uncut Turf Grass from Areas that are inaccessible to mowing machines.

Types of Trimming Equipment: Power Spin Trimmer, Push Mower, & Walk Behind Mower.

Method: Trimming shall be mechanical, not chemical.

Specifications:

1. Trimmed areas are to be cut the same height as areas mowed with larger equipment.
2. Operator must exercise extreme care when trimming around tree trunks, sign posts, light standards, buildings or any other fixed objects. Equipment must not come in contact with or cause damage to any fixed objects.
3. The Spin-Trimming of mulch beds, curbs, and sidewalks or around any hard surface area will require the operator to maintain the trimmer head in an approximate vertical position, to prevent

turf scalping. Spin-Trimming shall be done on each mowing cycle excluding the cycles noted in Edging Specifications.

4. Trimming shall be mechanical unless otherwise approved in advance.

C. Edging

Definition: Removal of plant overgrowth along the edge of a contained area. Example: curbs, sidewalks and landscaping edging or borders.

Types of Edging Equipment: Rotary Blade Type, Oscillating Blade Type, Spin-Trimmer Blade Type.

Method: Power Edging Only.

Specifications:

1. All sites shall be power edged, two (2) times a season (cycle). Power edging shall be completed by June 1 and October 1. Site Managers are to be advised when edging occurs.
2. All edging equipment shall be operated in a vertical position. Operators should be cautious not to damage sidewalks and curbs.
3. Areas to be edged are sidewalks, curbs and metal edged beds.
4. Debris from edging operations shall be removed and areas cleaned.
5. Time allotted for edging shall not interfere with the mowing cycle.
6. Contractors edging equipment and labor force must be sufficient to meet all contract requirements.

D. Contractor to Supply Adequate Labor, Supplies, Equipment, and Training:

The contractor shall supply all labor, supplies and equipment necessary to perform a full service Turf Grass Mowing contract which might not be specifically mentioned. DSHA reserves the right to inspect performance, equipment, personnel and supplies provided by the contractor, and request suitable replacements as they see fit.

1. Equipment shall be of commercial type and quality and shall meet manufacturers operating and safety recommendations.
2. The contractor shall have turf-mowing equipment with enough total cutting feet and a sufficient labor force to maintain the specified mowing cycle for awarded locations.

3. It will be the contractor's responsibility to inform and train all employees working on this contract about the methods, policies and procedures necessary to meet all specifications.

E. Inspection of Grounds

Contractor's designated representative must inspect each site after completion for compliance with contract specifications. Site complaints must be resolved within twenty-four (24) hours of notification.

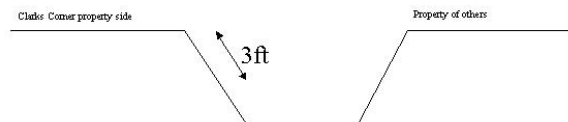
F. Mowing/Trimming of Tax Ditches: (Clarks Corner)

1. The maintenance of tax ditches includes the mowing of woody plants that will require specialized types of equipment. Example: Brush cutter, bush hog type mower with long reach arm. Contractors may seek subcontractors specializing in this type of ditch mowing. See Paragraph G for Special Provisions under the DSHA Clarks Corner Location.

G. Mowing/Trimming of Ditches #1, #2, #3:

1. Ditch Area #1 Running parallel with County Road 275 will be mowed and well-trimmed each time turf grass is mowed.

Clarks Corner Tax Ditch Maintenance Requirements



The bank of DSHA's property side shall be mowed once monthly three (3) feet down the slope. The remainder of the ditch is the responsibility of others.

Clarks Corner Tax Ditches

Ditch areas #2 and #3 bordering the north and south end of the complex shall be maintained as specified below.

2. Ditch Area #2 Bordering the South end of this complex will be mowed once monthly.
3. Ditch Area #3 bordering the North of the complex will be mowed once monthly.

The use of the following methods is acceptable: brush cutter, bush hog type mower with long reach arm.

H. Maintenance of Ditches and Perimeter Fence Lines at Laverty Lane

1. The ditches bordering the east entrance along U.S. Rt. 13 shall be mowed and trimmed each time grass is mowed.
2. The outside perimeters of the north and south fence lines shall be mowed and well-trimmed each time grass is mowed.
3. The two rip rap / grass swale storm water drainage ditches running along the north and south borders of the east end of Laverty lane shall be kept free of weeds, vines and woody plant growth. Methods employed to control these areas is to be mechanical, unless otherwise approved in advance.

I. Maintenance of perimeter fence lines of Liberty Court

1. The outside perimeter of the east and west fence lines of Liberty Court shall be cut to a width of three (3) feet from the fence line. The outside perimeter of the fence on the south side of the site (adjacent to Walker Road) shall be cut to the roadway. All fence lines are to be kept free of weeds, vines and woody plant growth. The method to control these areas shall be mechanical, unless otherwise approved in advance.

J. Maintenance of perimeter fence lines and easement areas at Burton Village

1. The outside perimeter of the chain link fence on the northwest side of the property that borders the easement area adjacent to Church Street, and the entire area between and along the masonry block wall shall be mowed and trimmed and be kept free of weeds, vines and woody plant growth. The method employed to control this area shall be mechanical, unless otherwise approved in advance.

2. The outside perimeter of the chain link fence which runs adjacent to Lucille Lane from Burton Village Avenue, northeast to the point at which the road turns to the northwest towards private homes shall be maintained and kept free of weeds, vines and wood plant growth. The method to control this area shall be mechanical, unless otherwise approved in advance.
3. The outside perimeter of the chain link fence surrounding the maintenance storage area to the east of Lucille Lane shall be maintained and kept free of weeds, vines and woody plant growth. The method to control this area shall be mechanical, unless otherwise approved in advance.
4. The outside perimeter of the chain link fence that borders the easement area on the northeast border of the property adjacent to Canal Landing Drive shall be kept free of weeds, vines and woody plant growth to a width of three (3) feet. The method to control this area shall be mechanical, unless otherwise approved in advance.

K. Maintenance of perimeter fence lines and wooded tree line at Mifflin Meadows

1. The outside perimeter of the eastern fence line along Peachtree Run Road shall be cut to a width of three (3) feet. The fence line shall be kept free of weeds, vines and woody plant growth. The method to control this area shall be mechanical, unless otherwise approved in advance.
2. The outside perimeter of the western fence line adjacent to Rt. 13 shall be cut to a width of three (3) feet. The fence line shall be kept free of weeds, vines and woody plant growth. The method to control this area shall be mechanical, unless otherwise approved in advance.
3. The inside perimeter of the wooded tree line which borders the south side of the property from east to west shall be maintained to a width of three (3) feet from the tree line. The fence line shall be kept free of weeds, vines, and woody plant growth. The method to control this area shall be mechanical, unless otherwise approved in advance.

L. Maintenance of perimeter fence lines, landscape borders and grass swale at Hickory Tree

1. The outside perimeter of the basketball court fence lines shall be maintained and kept free of weeds, vines and woody plant growth. The outer perimeter of the west side and south sides of the basketball court fence lines which border the wooded tree line are to be cut or trimmed to a width of three (3) feet. The method to control this area shall be mechanical, unless otherwise approved in advance.
2. The outside perimeter of the fence line surrounding the large community playground on the north side of the property shall be maintained and kept free of weeds, vines and wood plant growth. The method to control this area shall be mechanical, unless otherwise approved in advance.

3. The outside perimeter edging of all landscaping borders which surround the two (2) playground areas (Community Playground & Day Care Playground), shall be maintained and kept free of weeds, vines and woody plant growth. The method to maintain these areas shall be mechanical, unless otherwise approved in advance.
4. The grass swale (storm water ditch) in front of the child care center on the south side of Hickory Tree Lane, shall be maintained and kept free of weeds or woody plant growth. The method to control this area shall be mechanical, unless otherwise approved in advance.

M. Maintenance of perimeter fence lines and easement area at McLane Gardens

1. The outside perimeter of the western fence line which borders Monrovia Avenue shall be maintained to the roadway. This fence line shall be maintained and kept free of weeds, vines and wood plant growth. The method to control this area shall be mechanical, unless otherwise approved in advance.
2. The outside perimeter of the fence line that borders the easement area on the north side of the property shall be maintained and kept free of weeds, vines and woody plant growth, to a width of three (3) feet. The method to control this area shall be mechanical, unless otherwise approved in advance.

N. Maintenance of perimeter fence lines and easement area at Peach Circle

1. The outside perimeter of the western fence line that borders the easement area adjacent to the neighboring six (6) foot wooden picket fence shall be maintained and kept free of weeds, vines and woody plant growth, to a width of three (3). The entire length of the chain link fence along the western side of the property shall be maintained. The method to control this area shall be mechanical, unless otherwise approved in advance.

O. Miscellaneous Landscaping Services

Contractors may elect to propose on providing miscellaneous landscaping services at each site location. Contractors who elect not to propose on providing landscaping services, but only propose on grass cutting and trimming services will still be considered for a contract award. Requests for miscellaneous landscaping services will be made via the site manager or other agency designated personnel. Miscellaneous landscaping services include, but are not limited to the following:

- Seasonal property clean up and weather event debris removal
- Mulching of shrubbery beds
- Top soil application or removal, hydro-seeding and turf replenishment
- Bush and hedge trimming
- Plant removal and replacement
- Leaf and debris removal outer perimeter
- Perimeter fence line and easement clearing (where applicable)

NOTE: TREE WORK IS NOT CONSIDERED A PART OF THIS CONTRACT

P. Proposal Submissions for Miscellaneous Landscaping Services

1. Contractors who propose to provide landscaping services at a site will be required to submit a proposal for each requested landscaping job. Labor costs for each job will be at a contracted hourly labor rate. Each proposal shall include the number of the employees who will be engaged in the proposed work, as well as, the labor hours per employee required to complete the work.
2. The proposal shall also include an estimate of estimate of materials to be used, proposed quantities of such materials and related costs. Contractors may include a price and overhead allowance of 10% for materials.
3. Contractors are instructed not to include in their landscaping proposals any cost allowance for the usage of company owned tools, equipment, or vehicles.
4. Costs for equipment that may need to be rented for the completion of a job may be included in the proposal. The actual rental cost is an allowable expense so long as supporting documentation is provided to DSHA to verify the quoted cost of the rental. Copies of invoices for all equipment rentals must be attached to the end of month statement of invoices. The contractor agrees by submitting a miscellaneous landscape services proposal that DSHA is not liable for any damages to rented equipment.

NOTE: DSHA retains the sole right to provide any of the above mentioned landscape services in-house using its own personnel. DSHA retains the right to solicit additional landscaping proposals from other contractors if any proposal received is deemed to be excessive or unreasonable in cost or scope, and a mutually agreed compromise cannot be reached between the two parties.

DELAWARE STATE HOUSING AUTHORITY - Service Locations

Site Location	Personnel Contact	Sq. Ft. of Turf	L.F. of Edging
Holly Square 400 N. Broad Street Middletown, DE 19709 (302)653-5868	C. Anderson – Hsg. Mgr. D. Willey – Bldg. Maint Mechanic	60,000 +/- 1.277 acre	4,984 +/-
McLane Gardens & Annex 32 Monrovia Avenue Smyrna, DE 19977 (302)653-2849	C. Anderson - Hsg Mgr. D. Willey - Bldg Maint Mechanic	150,000 3.44 acre	4,752
Peach Circle 327 Paul Drive Smyrna, DE 19977 (302) 653-5868	C. Anderson - Hsg Mgr. D. Willey - Bldg Maint Mechanic	119,800 2.75 acre	3,412
Liberty Court 1289 Walker Road Dover, DE 19904 (302) 739-3659	D. Walker - Hsg Mgr. J. Roth - Bldg Maint Mechanic	100,000 2.296 acre	3,368
Mifflin Meadows 100 Mifflin Meadows Lane Dover, DE 19901 (302) 697-3187	K. Obidike, Hsg. Mgr. F. Strauss, Bldg Maint Mechanic	174,000 3.994 acre	7,442
Clarks Corner 52 Clarks Corner Harrington, DE 19952 (302) 398-4110	S. Lurry, Hsg Mgr. Scott Powell, Bldg Maint Mechanic	160,000 3.673 acre	4,408
Laverty Lane 1 Laverty Lane Bridgeville, DE 19933 (302) 337-3266	B. Young, Hsg Mgr. T. Robbins, Bldg Maint Mechanic	173,400 3.981 acre	1,751
Hickory Tree Apts. 38083 Community Lane Selbyville, DE 19975 (302) 436-2591	D. Mitchell, Hsg Mgr. J. Burton, Bldg Maint Mechanic	160,000 3.673 acre	4,408
Huling Cove 1140 Savannah Road Lewes, DE 19958 (302) 645-7630	M.L. Paul, Hsg Mgr. J. Haney, Bldg Maint Mechanic	180,200 3.981 acre	1,751
Burton Village 37511 Burton Village Ave. Rehoboth, DE 19971 (302) 227-6881	K. Ressel, Hsg. Mgr. E. Frazier, Bldg. Maint Mechanic	198,620 4.560 acre	1,905

SECTION IV

PROPOSAL REPLY SECTION – GRASS CUTTING SERVICES

- Please fill out the attached forms fully and completely.
- Proposals are due Wednesday, March 19, 2014 at 2:00 p.m. local time and shall be valid for a period of ninety (90) days.
- Proposals shall be submitted in triplicate in a sealed envelope that is clearly **labeled “Proposal(s) for DSHA Grass Cutting, Trimming and Miscellaneous Landscaping Service”**.
- Submit proposal to the **Delaware State Housing Authority, 18 The Green, Dover, DE 19901**
Attn: Michael T. Miles
- Proposals will be opened and evaluated privately.

**PROPOSAL FORM – DSHA – GRASS CUTTING, TRIMMING AND MISCELLANEOUS
LANDSCAPING SERVICE**

	<u>Cost per Cut & Trim</u>	<u>Cost per Edging 2 x Year</u>	<u>Cost per Labor Hour for Landscaping</u>
Holly Square 400 N. Broad Street Middletown, DE 19709 (302) 653-5868	\$ _____	\$ _____	\$ _____
McLane Gardens & Annex 32 Monrovia Avenue Smyrna, DE 19977 (302) 653-5868	\$ _____	\$ _____	\$ _____
Peach Circle 327 Paul Drive Smyrna, DE 19977 (302) 653-5868	\$ _____	\$ _____	\$ _____
Liberty Court 1289 Walker Road Dover, DE 19904 (302) 739-3659	\$ _____	\$ _____	\$ _____
Mifflin Meadows 100 Mifflin Meadows Lane Dover, DE 19901 (302) 697-3187	\$ _____	\$ _____	\$ _____
Clarks Corner 52 Clarks Corner Harrington, DE 19952 (302) 398-4110	\$ _____	\$ _____	\$ _____
Laverty Lane 1 Laverty Lane Bridgeville, DE 19933 (302) 337-3266	\$ _____	\$ _____	\$ _____
Burton Village 37511 Burton Village Ave. Rehoboth Beach, DE 19971 (302) 227-6881	\$ _____	\$ _____	\$ _____
Hickory Tree 38083 Community Lane Selbyville, DE 19975 (302) 436-2591	\$ _____	\$ _____	\$ _____
Huling Cove 1140 Savannah Road Lewes, DE 19958 (302) 645-7630	\$ _____	\$ _____	\$ _____

DELAWARE STATE HOUSING AUTHORITY

PROPOSER WARRANTIES

- ❖ The proposer certifies that he is regularly engaged in the business of contractual grass cutting and trimming.
- ❖ The proposer certifies that it has met with Housing Managers and inspected the facilities it proposes to service.
- ❖ The proposer certifies that it will provide all services as set forth in this Request for Proposal, and that it will not delegate or subcontract its responsibilities without prior written permission of the Delaware State Housing Authority.
- ❖ The proposer warrants that it is licensed to do business in the State of Delaware.
- ❖ The proposer warrants that all information provided by it in connection with this proposal is true and accurate.
- ❖ The proposer certifies that it has not in any way colluded with any other proposer in connection with the attached proposal.
- ❖ The proposer acknowledges receipt of any/and all addendums that may be applicable to this solicitation.

Signature of Official: _____

Name (Typed): _____

Title: _____

Firm: _____

Address: _____

Date: _____

DELAWARE STATE HOUSING AUTHORITY

18 THE GREEN

DOVER, DE 19901

Telephone: 302-739-4263

Please furnish the information requested below:

Business Name: _____

Owner(s): _____

Authorized Agent(s): _____

Business Phone: _____

Business Address: _____

Describe trades and types of grass cutting and landscape experience your company has:

Last year's gross sales dollar value: \$ _____

How long has your company been in business?: _____

Has the company been in business under the same name?: Yes _____ No _____

If the company name has changed, what was the original name(s)?

1. _____

2. _____

3. _____

How many employees does your company have? _____

State of Delaware business License Number: _____

What is your company's current banking maximum credit line?:

Maximum Credit Line: \$ _____ Working Capital: \$ _____

REFERENCES:

Work in Progress:

List the name(s), phone number and dollar value for three most recent jobs completed or in progress:

Name	Phone Number	Value

Past Work

List the name(s), phone number and dollar value and completion date of at least three contracts which were completed more than one year ago:

Name	Phone Number	Value	Completion Date

Suppliers:

List two (2) major suppliers and two (2) sub-contractors from whom you purchase landscape equipment and materials or worked with.

List name and phone number(s) and credit line of each supplier:

Name	Phone No.	Credit Line

List financial institutions, with which you have established credit, include maximum credit line:

Institution	Maximum Credit Line
1. _____	
2. _____	
3. _____	

Please attach a copy of the following:

1. Current State of Delaware Business License
2. Current liability insurance certificate.
3. Current workmen's compensation certificate.

To the best of my ability, I, the undersigned, assure that the information listed above is true and correct. I further authorize the Delaware State Housing Authority to verify the information supplied.

_____	_____
Signature of Owner	Date

Social Security No. _____ and/or Federal E.I. No. _____

FOR DSHA FACILITIES

PROPOSED SERVICES PROGRAM AND SCHEDULING

CONTRACTOR: _____

1. List all equipment you propose to utilize in performance of a contract for DSHA grass cutting, trimming and landscape maintenance services.

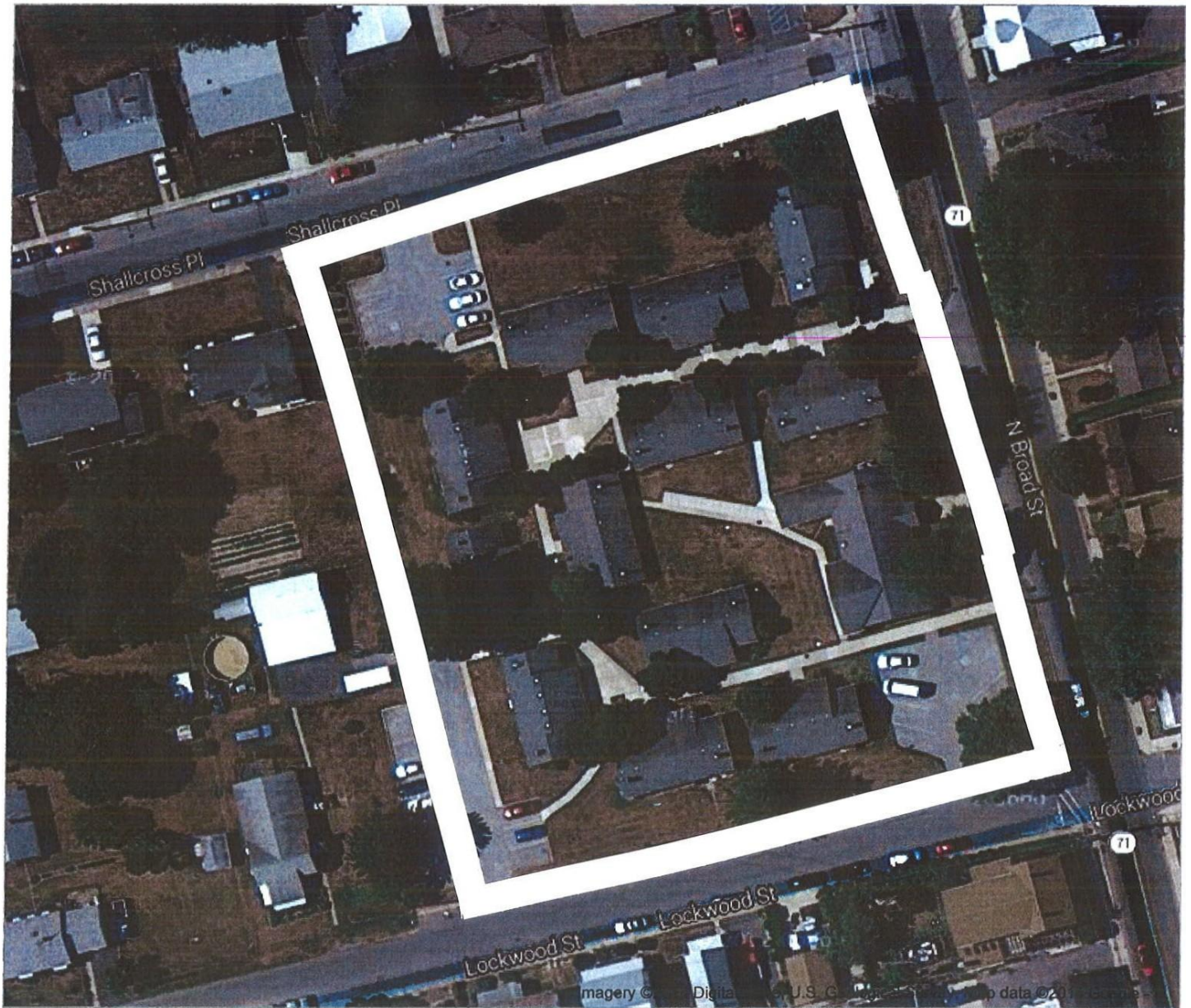
2. Provide a proposed cutting and edging schedule by the locations you propose to service.

3. List the average number of trained employees to be used on this contract.

4. State or document all training and experience in turf management (i.e., schools, accredited courses, educational seminars, professional associations, etc.) for all employees used on this contract.

(Attach additional sheets if needed.)

HOLLY SQUARE



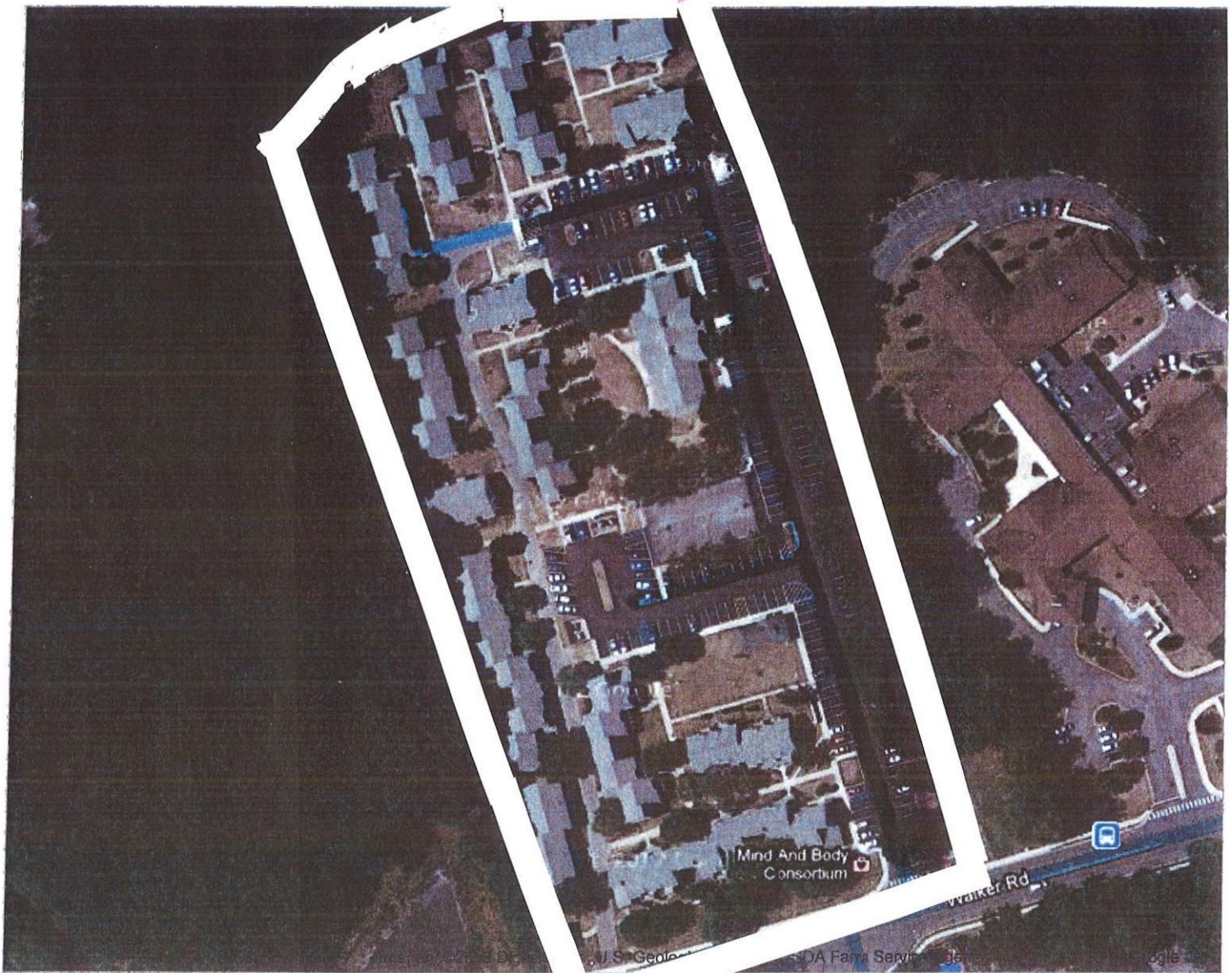
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MCLANE GARDENS/ ANNEX



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FARM SERVICE AGENCY, MAP
DATA© 2014 GOOGLE

LIBERTY COURT



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PEACH CIRCLE



MIFFLIN MEADOWS

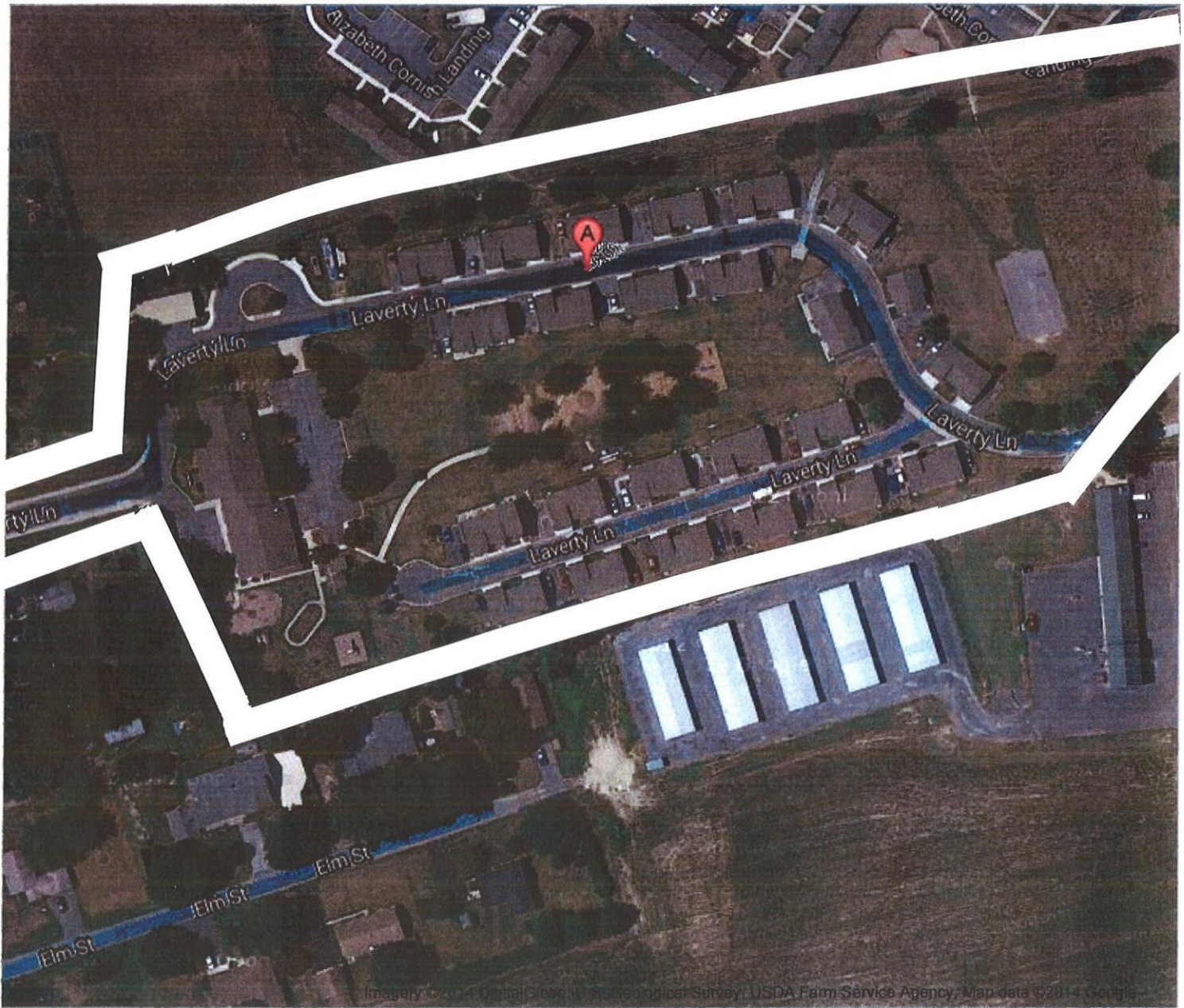


CLARKS CORNER



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MAP DATA© 2014 GOOGLE

LAVERTY LANE



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USDA FARM SERVICE AGENCY,
MAP DATA© 2014 GOOGLE

BURTON VILLAGE



HICKORY TREE



HULING COVE/ ANNEX

